

# Vacancy Announcement # 04/06/34

**POSITION:** LABORER SUPERVISOR, FSN-2 (OR); FP-CC,(EFM/MOH/NOR)\*

**OPEN TO:** All Interested Candidates  
**OPENING DATE:** June 18, 2004  
**CLOSING DATE:** July 2, 2004  
**WORK HOURS:** Full-time - 40 hours per week

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The U.S. Embassy is seeking an individual for the position of Laborer Supervisor in the General Services Office (GSO).

## **Basic function of Position**

Is responsible for all typical first level supervisory functions including efficient use of equipment, materials and manpower. Makes up cleaning schedule indicating frequency of specific cleaning operations and special instructions as appropriate for janitorial crew. Assigns janitors to specific tasks and instructs them as to what is expected. In addition to supervisory duties also performs cleaning assignments and all other assigned duties.

## **Qualifications required**

- 1. Required Education:** Completion of Secondary School is required.
- 2. Required Prior Work Experience:** 6 months of janitorial experience is required. 2 years of supervisory experience is required.
- 3. Language Requirement:** Level II English and level IV Spanish is required.
- 4. Knowledge required:** Janitorial applications are required.
- 5. Skills and Abilities:** Ability to manage people to achieve the maximum effort and to organize priorities.

## **Selection Process**

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **Additional Selection Criteria**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period of one calendar year from date of initial encumbrance of position are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days of their employment.

### **To Apply**

Interested candidates for this position should submit the following:

1. *For applicants from within the Mission - Application for Employment*, please contact the Human Resources Office, extension 2169 for these forms;
2. *For applicants from outside the Mission - A current resume or curriculum vitae with a cover letter.*
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **Submit Application to:**

Human Resources Office  
Av. La Encalada block 17, Monterrico, Surco  
3<sup>rd</sup> floor

### **Point of Contact:**

Telephone: 618-2169  
Fax: 434-1302

### **Definitions**

**1. AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- ♦ US Citizen
- ♦ Spouse or dependent who is at least age 18
- ♦ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- ♦ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- ♦ Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

**2. EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

**3. Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

**4. Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

**5. Not-Ordinarily Resident (NOR):** Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE: July 2, 2004**

***The U.S. Government is an equal employment opportunity employer. All applicants will be considered based on their experience and qualifications.***

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/ or residency permits to be eligible for consideration.

## Traducción no oficial

### SUPERVISOR DE OBREROS

#### Principales deberes y responsabilidades:

Es responsable de supervisar el uso eficiente de los equipos, materiales y personal a su cargo. Programa los horarios de los obreros para tareas de limpieza, asigna tareas especiales a ciertos obreros dando las instrucciones requeridas para cada caso.

Adicionalmente a las funciones de supervisor, realiza todo tipo de tareas de limpieza y otras funciones asignadas.

Educación: Se requiere haber concluido educación secundaria.

Experiencia previa de trabajo: Alguna experiencia como Empleado(a) de limpieza y 2 años de experiencia como supervisor.

Conocimiento del idioma: Nivel II de Inglés (limitado), español IV (fluido).

Habilidades y aptitudes: Habilidad para el manejo de personal para cumplir de manera eficiente con las tareas encomendadas. Habilidad para priorizar.

Para las personas interesadas en postular:

Enviar curriculum con carta de presentación dirigida a la Oficina de Recursos Humanos.

Para los empleados de la Embajada interesados en postular:

Por favor contactar la Oficina de Recursos Humanos, anexo 2169, para formulario de aplicación.

**Plazo para postular:** 2 de julio de 2004.